

CERTIFICATE OF APPROPRIATENESS

APPLICATION



July 1, 2012

Beginning July 1, 2012, per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017.

Stafford County Department of Planning & Zoning

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www.staffordcountyva.gov

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The historic resource overlay districts were created for the purpose of providing protective measures against destruction or encroachment of significant historic resources and preventing adverse influences to those special properties. Projects that may change the exterior appearance of a building, structure, or site located within any historic resource overlay district – including, but not limited to, projects that involve restoration, rehabilitation, additions to existing buildings or structures, new construction, demolition, or alteration of existing landscape – require a Certificate of Appropriateness (COA).

Each COA application is forwarded to the Architectural Review Board for consideration. The Stafford County Architectural Review Board (ARB) reviews each application and makes a decision based on regulations presented in the *Stafford County Historic District Design Guidelines* and the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, which take into account the following:

- a. Risk of substantial alteration of the exterior features of a historic resource.
- b. Compatibility in character, context and nature with the historic, architectural or cultural features of the historic overlay district.
- c. Value of the resource and proposed change in protection, preservation, and utilization of a historic resource.
- d. Character-defining exterior architectural features
- e. General design, scale, and arrangement of existing and proposed new construction.
- f. Texture and materials.
- g. Cultural landscape.
- h. The purpose for which the district was created.
- i. The relationship of size, design, and orientation of any new or reconstructed structure to the landscape of the district.
- j. The extent to which denial of a certificate of appropriateness would constitute a deprivation of a reasonable use of private property.

A COA application must be approved before a work permit is granted.

The ARB meets the second Monday of each month at the Stafford County Administration Center. A COA application should be submitted to the Department of Planning & Zoning at least 30 days prior to the next ARB meeting. **An applicant is not required to attend the ARB meeting; however, it is highly recommended.**

The ARB, on the basis of the application, will approve, approve with conditions that mitigate adverse impacts, or deny an application. If the ARB approves an application, it shall authorize the issuance of a COA. If the ARB denies an application, it shall so notify the applicant in writing. If an application is denied, the applicant may resubmit a revised application.

Any owner/owners of real property within Stafford County, who are jointly or severally aggrieved by a decision of the ARB, may appeal the decision to the Board of Supervisors (Board) by filing a written petition with the Director of Planning & Zoning within thirty (30) days of that decision. The Board, after consultation with the ARB, may reverse the decision of the ARB, in whole or in part, or may affirm the decision of the ARB. An applicant who is severally aggrieved by a final decision of the Board may appeal to the Circuit Court of Stafford County for review of that decision by filing a petition at law within thirty (30) days of the final decision of the Board.

Minor work or actions, deemed by the Director of Planning & Zoning, or designee, not having a permanent effect upon the character of the historic property or district, will be exempt from full review by the ARB. Such minor work or actions shall be reviewed and approved or disapproved by the Director or designee. The term "minor work" shall include, but not limited to, the repair or replacement of existing materials on exterior surfaces or appurtenances, such as steps, gutters, chimneys, windows, or exterior painting which does not result in a color change.

APPLICATION INSTRUCTIONS

1. Contact the historic preservation planner to discuss proposed changes to the property, building or historic feature.
2. Complete the attached application form, including the project description.
3. If the applicant is not the property owner, provide a signed and notarized statement from the owner that the applicant has permission to apply for a Certificate of Appropriateness.
4. Provide at least five current color photographs of the property showing existing conditions. Digital images may be submitted on a CD.
5. For projects involving building or landscape changes, provide six (6) copies of a site plan, drawn to scale, and elevation views that include the following information for both existing and proposed improvements:
 - (a) location and dimensions of improvements.
 - (b) existing and proposed grades.
 - (c) exterior materials and colors on elevation views.
 - (d) exterior lighting (location and style).
 - (e) landscaping (including species to be planted).
 - (f) fences, sidewalks, & parking areas.
 - (g) signs.

*Note: the site plan and elevation views do not have to be prepared by a licensed professional.

Simple sketches that give an accurate and clear representation of the property and the proposed improvements are sufficient, as long as the sketches are to scale.

6. Pay the \$25.00 filing fee plus the 2.75% technology fee for a total of \$25.69. Checks are payable to the County of Stafford.

7. County staff will advise you of the date and time of Architectural Review Board (ARB) meeting during which your application will be reviewed.

A complete application includes:

1. Completed application form, including project description.
2. Five (5) photographs of existing conditions of property.
3. Six (6) copies of a site plan and elevation views, drawn to scale (as described above).
4. Owner's consent (if applicant is not the owner).
5. Fee (check for \$25.69).

This application was received _____/_____/_____
Date **Planner**

This application is complete ____/____/____ **Date** _____ **Planner**

STAFFORD COUNTY
Department of Planning and Zoning
**CERTIFICATE OF
APPROPRIATENESS**



RECEIVED BUT NOT OFFICIALLY SUBMITTED
DATE: _____ INITIALS _____

OFFICIALLY SUBMITTED
DATE: _____ INITIALS _____

PROJECT INFORMATION

PROJECT # _____

PROJECT NAME _____

SECTION _____

ADDRESS (IF AVAILABLE) _____

TOTAL SITE ACREAGE _____

TAX MAP /PARCEL(S) _____

ZONING DISTRICT _____

LOCATION OF PROJECT _____

Please select ONE (1) of the following as the PRIMARY CONTACT PERSON

APPLICANT/AGENT

Primary Contact Person ☐

NAME _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX NUMBER _____

EMAIL ADDRESS _____

OWNER (Provide attachments if multiple owners)

Primary Contact Person ☐

NAME _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX NUMBER _____

EMAIL ADDRESS _____

PROFESSIONAL (Engineer, Surveyor, etc.)

Primary Contact Person ☐

NAME _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX NUMBER _____

EMAIL ADDRESS _____

Certificate of Appropriateness Application – Project Description

WRITE A CLEAR, CONCISE DESCRIPTION OF THE PROJECT & INCLUDE:

- **PROPOSED BUILDING MATERIALS (TYPE, COLOR, SIZE, & LOCATION)**
- **DIMENSIONS OF PROPOSED ADDITIONS**
- **LOCATION OF PROPOSED GRADING ON THE PROPERTY**

Example:

The project involves renovating approximately 12,700 square feet of the courthouse basement to provide additional courtroom space, offices, records storage and security upgrades. It will include the construction of an exterior concrete walkway leading from the southwest corner of the courthouse to a new entrance that will be cut from the south wall of the 1977 addition. The walkway will be screened from Courthouse Road by a new brick wall (7'9"-10'8"). The applicant will use red brick, the same type, shape, and color of brick utilized in the existing courthouse wall. A trench will be dug into the incline to place the walkway on level ground and to facilitate prisoner transport to the new entrance. The trench will extend from the building to the new screen wall. A concrete parge coat will be added to the exposed foundation wall of the 1977 addition. The stone retaining wall, constructed with stone from the 19th century jail, will not be impacted.

PROJECT DESCRIPTION:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

INDICATE ALL INFORMATION THAT APPLIES TO THIS PROJECT:

- ☐ **Site Plan & Elevation Drawings**
☐ **Owner's Consent**

Owner's Consent

STATEMENT OF UNDERSTANDING:

I, as owner/co-owner of the property subject to this application, do hereby certify that I have read and understood the requirements for Certificate of Appropriateness review and application approval, as provided under the Stafford County Zoning Ordinance, Chapter 28, Section 58 of the Stafford County Code.

Signature of Owner/Co Owner

Printed Name

Date

Signature of Owner/Co Owner

Printed Name

Date

I, as applicant or agent for the owner(s) of the property subject to this application, do hereby certify that I have read and understood the requirements for Certificate of Appropriateness review and application approval, as provided under the Stafford County Zoning Ordinance, Chapter 28, Section 58 of the Stafford County Code.

Signature of Applicant

Printed Name

Date

COMMONWEALTH OF VIRGINIA
COUNTY OF _____, to wit:

The forgoing statement of understanding was acknowledged before me this _____ day of _____,

by _____ owner/applicant.

My commission expires: _____ Certificate number: _____

Notary Public _____
Sign and Print name

Date _____